

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2274

Page 1 of 1

Agency Maryland Department of the Environment Division/Unit
Technical and Regulatory Services Administration/Environmental Health and Risk Assessment Program

Item No.	Description	Retention
1.	Compliance Sampling Inspections These folders contain NPDES Compliance Sampling Inspection Reports. The file folders contain the Compliance Sampling Inspection Report, field notes, laboratory reports, a working copy of the NPDES permit and miscellaneous correspondence.	10years (2 NPDES permit cycles), then destroy.
2.	Wastewater Treatment Plants These file folders contain wastewater discharge information for all Municipal Dischargers. This includes a working copy of the NPDES permit, laboratory reports of whole effluent toxicity (WET) testing, toxicity testing plans and plan approvals, toxicity reduction evaluation plans and approvals, shellfish harvesting water impacts, spill and overflow reports, construction plans, general water quality information, and miscellaneous correspondence.	10years (2 NPDES permit cycles), then destroy.
3.	Whole Effluent Toxicity These file folders contain laboratory reports of whole effluent toxicity (WET) testing, toxicity testing plans and plan approvals, toxicity reduction evaluation plans and approvals, and miscellaneous correspondence.	10years, if no toxicity, then destroy. If toxicity is involved, retain for 10 years after completion of toxicity reduction plan, then destroy.

Scheduled Approved by Department, Agency, or Division Representative.

Date

Signature

Typed Name Michael Griffen

Title Administrator

Schedule Authorized by State Archivist

Date

APR 15 2003

Signature

Edward C. Papenfuss

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page 2 Of 3	
1. DEPARTMENT/AGENCY Environment		2. DIVISION Technical and Regulatory Services Adm.		3. UNIT Environmental Health and Risk Assessment Pgm, Effluent Toxicity and Evaluation Division.	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Wastewater Treatment Plant Files				5. EARLIEST YEAR / LATEST YEAR 1960 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). These file folders contain Wastewater Discharge Information for all Municipal Discharges. This includes a working copy of the NPDES permit, laboratory reports of whole effluent toxicity testing, toxicity testing plans and plan approvals, toxicity reduction plans and plan approvals, shellfish harvesting water impacts, spill and overflow reports, construction plans, general water quality information, and miscellaneous correspondence. Function: The majority of the recent information kept in these files involves Whole Effluent Toxicity (WET) testing. This testing is a part of the federal NPDES program of the Clean Water Act. There also is some information concerning shellfish harvesting waters, which is regulated under the National Shellfish Sanitation Program.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) -Boxes _____ 14 _____ Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER _____ Month(s) Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd, 5 th Floor		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs <input checked="" type="checkbox"/> Yes PIA <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		RECOMMENDED RETENTION 10 years, then destroy.			
19. NAME AND TITLE OF PREPARER James D. Curtis		20. TELEPHONE NUMBER 410.537.3906		21. DATE 12/13/1999	

INSTRUCTIONS –TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page 3 Of 3	
1. DEPARTMENT/AGENCY Environment		2. DIVISION Technical and Regulatory Services Adm. (TARSA)		3. UNIT Environmental Health and Risk Assessment Pgm, Effluent Toxicity and Evaluation Division.	
DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE Whole Effluent Toxicity Files				5. EARLIEST YEAR / LATEST YEAR 1987 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). These file folders contain laboratory reports of whole effluent toxicity (WET) testing, toxicity testing plans and plan approvals, toxicity reduction evaluation plans and approvals, and miscellaneous correspondence. The files are divided between municipal and industrial wastewater treatment plants. The industrial files are kept by the Water Management Administration –Wastewater Permits Program. The municipal files are maintained by TARSA within the Wastewater Treatment Plant files. Function: The Whole Effluent Toxicity (WET) testing is performed under the authority of the National Pollution Discharge Elimination System (NPDES) program of the Clean Water Act.					
7. RECORD SERIES FORMAT(S) X Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)		8. RECORD SERIES SEQUENCE Alphabetical X Numerical Chronological Geographical Other (Specify)		9. VOLUME X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) –Boxes _____ 14 _____ Number	
				10. ANNUAL ACCUMULATION File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) –Files are contained within other records _____ ? _____ Number	
11. FILE IS USED X Daily Weekly Monthly		12. FILE BECOMES INACTIVE AFTER _____ Month(s) Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd, 5th Floor, and with WMA files		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes X No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs X Yes PIA No		16. AUDIT REQUIREMENTS X None State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes X No		RECOMMENDED RETENTION 10 years if no toxicity, then destroy. If toxicity is involved, retain for 10 years after completion of toxicity reduction plan, then destroy.			
19. NAME AND TITLE OF PREPARER James D. Curtis		20. TELEPHONE NUMBER 410.537.3906		21. DATE 12/13/1999	